

IEC DDMS Quick Reference Guide - General

Change Request (CR) Creation (Ref: DDMS User's Guide 4.2.2 and 4.3.2)

- Navigate to the Product tab, Details page.
- From the Drop Down List, select "Create Change Request". Click "Go".
- From the Description tab of the Create Change Request screen, enter required CR metadata (indicated by an *.)
- Identify any Affected Data, End Items, Change Impacts, and add attachments by selecting the appropriate tab.
- Click "OK".

If a CR is associated with a particular DDMS document, navigate to the Product tab, Folders Page, Document Details page and select the "Create Change Request" option from the drop down menu.

Searches (Reports) (Ref: DDMS User's Guide 3.7)


- Select "GO" beside the "Search within this Product" link in the upper right hand corner of the Product Tab, Folders page. From the Advanced Search screen, Define Scope Of Search area of the search screen, indicate the Product context to be searched. Select "All Contexts" if particular product area is unknown.
- Categorize the search by specifying the "Search for" attribute - Click on the "Customize" link. If searching for a CR, select "Change Request" in the "Choose Item Type" window, then click "OK".
- Wildcards may be used to broaden or limit the search to be performed. The most common wildcard is an asterisk (*) and it should be used before and after the search word. For example, to retrieve a Change Request with the word "specification" in the name, enter *specification* in the name field. The asterisk indicates that the word could be preceded or followed by one or more characters.

Change Request Evaluation

- Viewing a CR and its Metadata (Ref: DDMS User's Guide 4.2.2.1)
 - From the Change Tab, Change Requests page, click on the CR Details icon ⓘ. Note: Make sure that Current View = All Open.

- Updating the Metadata of a CR (Ref: DDMS User's Guide 4.2.2.2)
 - From the Change Tab, Change Requests Details page Drop Down List, Select "Update" and "Go".
 - Update the CR Metadata, click "OK".
- Deleting a CR (Ref: DDMS User's Guide 4.2.2.3)
 - From the Change Tab, Change Requests Details page Drop Down List, Select Delete and click "Go".
 - Note: The CR Creator can delete the CR if it has not been submitted. The Product Admin can delete a CR anytime.
- Submitting a CR (Ref: DDMS User's Guide 4.2.3 and 4.3.3)
 - The user that creates a CR will automatically receive a "Submit CR" task. The CR Creator will navigate to the Home Tab, Assignments table and click on "Submit CR" task name. Choose the routing option for the CR (Technical or Non-Technical), update tech user roles, enter comments, and complete the task.

Create Document (Ref: DDMS User's Guide Section 4.2.1)

- Navigate to the Product/Project tab, Folders Page and click on the Create Document icon  in the table menu or select the "See Actions" menu to the right of the folder that will store the document and click "Create Document".
- Fill in the required "Create Document" fields (*) and click "Finish".

Viewing a Document and its Metadata (Ref: DDMS User's Guide 4.2.1.1)

- From the Product/Project Tab, Folders page, click on the Document Details icon ⓘ. Note: Make sure that Current View = Folders and Contents.

Updating the Metadata of a Doc (Ref: DDMS User's Guide Section 4.2.1.2)


- From the Product/Project Tab, Document Details page drop down menu, Select "Checkout". Once checked out, select "Update" in the Details drop down menu and click "Go".
- Update the Doc Metadata, click "OK".
- Check in the document by selecting "Check In" in the Details drop down menu. Docs are iterated with every check in.



All DDMS tasks can be found on the user's Home Tab, Assignments table. Email notifications are sent for each workflow task.

CM: Mandatory or Optional Evaluators - Evaluate CR Task - (Ref: DDMS User's Guide 4.2.8)

From the Home Tab, Evaluator's Assignments table, click on the Assignment name in order to view the Evaluate CR task page.

1. Review the CR by clicking on the CR link.
2. Select the Update Icon  to the left of the CE name.
3. Fill out the CE form as follows:
 - a. Enter required actions if CR is approved.
 - b. Select a Recommended Disposition.
 - c. Enter cost info and other remarks.
 - d. Indicate the Change Impacts if CR is approved.
 - e. Attach any files (study, analysis, comments, etc.) that would support your recommended disposition.
 - f. Add any additional DDMS documents, drawings, etc. that would be affected data if CR is approved.
 - g. Click "OK" to complete the CE creation process.
4. Return to the Evaluate CR task page and enter additional comments in the comment block. Use the "Task Content" link to add additional files to the comment area of the task.
5. Click "Task Complete" to submit the CE and complete the task.

Update Change Evaluation

Responsible Product: TRAINING PRODUCT

Number: CE-00001949

Name: (CR-00000888) Cynthia H Kirkpatrick

Created By: Cynthia H Kirkpatrick

Need Date: 12-01-2008

State: In Work

Mandatory? Yes

Created: 11-13-2008 12:13:05

Last Updated: 11-13-2008

Instructions: Submit a CE by due date.

Actions Required, if Change is Approved:

*Recommended Disposition: --- Select One ---

Total Cost:

Remarks:

Attached Files:

Upload File

File name	Format	File size	Last modified	Created by
No Items to Display				

Affected Data:

Add Affected Data

Number	Name	Version	State
No Items to Display			

*Change Impacts: *Safety

☐ Yes
 ☐ No

Schedule

☐ Yes
 ☐ No

* Required fields

OK Cancel

Determine what kind of evaluator you have been assigned as here – Mandatory or Optional.

Don't forget to recommend a disposition here (if you do, an "Evaluation Needs Disposition" task is assigned.

Attach evaluation comments directly to the CE here.

NASA

National Aeronautics and Space Administration

MSFC DDMS

Design and Data Management System

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CK Test Prod

Recent Products:

Evaluate CR-00000357

Instructions: [Click Here](#)

Evaluation Instructions from the CM Administrator:

Secondary Review approved. Sent to CK Test Prod Receipt Desk for Routing. Evaluation due date 7/23/2008

Process Initiator: zcpe

Priority: Highest


Assignee: zmev1

Due Date: 07/23/2008

Role: Evaluator

Process: IEC CE Process_CE-00000402 - (CR-00000357) zmev1

Change Evaluation CE-00000402 - (CR-00000357) zmev1

Change Request:  CR CR-00000357 (339B2) - CK - User's Guide CR

Comments:

Task Complete

This task is assigned to all selected Evaluators and all Board Chairs and Board Members. Incomplete evaluation tasks will be terminated if CPE: Close and Consolidate task is completed first.